

~~CONFIDENTIAL~~
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- | | <u>No.</u> | <u>% of Agency</u> |
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| 1. Records Disposition Schedules.* | | |
| a. Schedules completely activated - - - - - | 286 | 71 |
| b. Schedules made but not completely activated - - - - - | 3 | 2 |
| c. Schedules to be made - - - - - | 109 | 27 |
2. Review of Records Center holdings. Disposition schedules are subject to an annual review; retention periods are often lowered and applied to material previously retired to the Center.
3. Safe Values, Space and Ol Funds. The most important savings the disposition schedules produce are in expensive filing equipment. Considering all types of filing equipment, including appropriate number of non-safe units, the savings in filing equipment for housing the records in the Center on 1 January 1957 is \$1,049,691. Additional savings are in office space and in Ol funds. The headquarters office space that would be required to house the records in the Center amounts to over 32,000 square feet. A substantial volume of man hours in office clerical time is likewise saved by eliminating the needless searching through these 32,000 cubic feet of records.
4. Microfilming. The cost to microfilm one 4 drawer file cabinet of records is estimated at \$240 as compared to \$36 to store the same amount of material in the Records Center for ten years.
5. Selection of records for storage. Material placed in the Center is covered by disposition schedules. Many records are destroyed in the office and never reach the Center. A review of a few schedules indicates that over 1,200 cubic feet of records were destroyed in offices last year and never reached the Center.

* Large offices have many schedules; small offices one or few.